



SPECIAL OPERATIONS/  
LOW-INTENSITY CONFLICT

THE ASSISTANT SECRETARY OF DEFENSE  
WASHINGTON, D.C. 20301-2500

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MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Regional Defense Counterterrorism Fellowship Program  
Interim Guidance Memorandum No. 2

REFERENCES: (a) Regional Defense Counterterrorism Fellowship Program Interim  
Guidance Memorandum No. 1, May 23, 2005  
(b) 10 U.S.C. §2249c

Pursuant to reference (a), this Regional Defense Counterterrorism Fellowship Program (CTFP) Interim Guidance Memorandum provides an overview of eligible CTFP activities. All CTFP-funded students and activities require policy approval by the Office of the Assistant Secretary of Defense (OASD), Special Operations and Low-Intensity Conflict (SO/LIC); legal review by Department of Defense (DoD) Office of the General Counsel (OGC); and review, where appropriate, by the Defense Security Cooperation Agency (DSCA). OASD SO/LIC will only review requests that have been approved by the Regional Combatant Commands (COCOMs). OASD SO/LIC will coordinate with OSD Policy Regional offices and the Joint Staff (J5) Regional desks as required.

The CTFP is focused on combating terrorism (CBT) education and training for mid-level to senior-level foreign military officers (senior NCOs may participate as appropriate); Ministry of Defense officials; and security officials with CBT responsibilities. The goal of the Program is to increase cooperation by foreign governments with the United States in the Global War on Terrorism (GWOT). Training should be at the strategic and operational levels, not below those levels. The DoD has determined that the participation of U.S. military officers and civilian officials may also be funded by CTFP if their participation directly contributes to the education and training of these foreign officers and officials.

Under reference (b), CTFP funding currently may not exceed \$20 million in any fiscal year. The OASD SO/LIC allocates a portion of this funding for specific countries within each of the COCOM areas of responsibility (AORs). Also, a portion is allocated to each COCOM for discretionary use; a portion is allocated to OASD SO/LIC to support the CTFP's three invitational courses (described below); and a portion is allocated to support CBT-related courses at the five DoD Regional Centers for Security Studies.

## **1. CTFP Invitational Courses**

The CTFP has identified three invitational courses, which have approved CBT content and have a portion of their seats set aside for qualified CTFP students. In return, CTFP guarantees an annual funding quota for the institutions that offer these courses. The funding is to be used exclusively for CTFP participation. This arrangement simplifies and streamlines the process both for the schoolhouses and the COCOM staffs.

The three invitational courses are:

- Naval Postgraduate School (NPS): 18-month Master of Science curriculum in Special Operations (two classes/year);
- National Defense University (NDU): School for National Security Executive Education (SNSEE) eight-month Counter Terrorism Fellows certificate program (three classes/year); and
- Center for Civil-Military Relations (CCMR): two-week Executive Seminar in Civil-Military Responses to Terrorism (two seminars/year).

Invitations are allocated based on country requirements and COCOM recommendations, with final decisions made by SO/LIC. SO/LIC funds 6-8 students at each NPS class, up to 16 students at each NDU class, and 20 students at each CCMR seminar. Any remaining seats may be funded with CTFP direct country allocations, COCOM CTFP discretionary funds, or from IMET or other funds made available for this purpose. SO/LIC reserves the right to approve each applicant for the NDU and CCMR courses, regardless of the funding source.

## **2. Individual CONUS Education and Training**

CTFP may fund the attendance of applicable foreign military personnel and civilian security officials at U.S. military educational institutions, seminars, and other government programs in order to enhance participant skill sets and abilities to engage in CBT activities. Established individual CONUS courses and seminars are offered by DoD schools and are designed to help develop specific CBT capabilities within a country. CONUS training also brings many international students to the United States for the first time in their lives and provides a positive, first-hand experience of life in an open, democratic society.

### **Guidelines for Determining Student Eligibility for Invitational and Individual Training:**

- Candidates must meet the eligibility requirements of the institution offering the training program.
- Candidates must meet the English language requirement of the training program (i.e., receive the minimum English Comprehension Level (ECL)

score or equivalent) or receive an English language waiver from the participating institution.

- Candidates must receive a human rights verification by a U.S. Government official working in the U.S. Embassy or Consulate in the respective country and by the Department of State (DOS) before attendance may be authorized. The name and title of the U.S. official providing the following verification must appear on a candidate's application. The verification, if favorable, should read as follows: "DOS/Embassy verifies that it possesses no credible information of gross violations of human rights by the individual or unit participating in this training."
- Candidates should be mid-level to senior-level foreign military personnel or applicable civilian security officials who (1) currently have positions or duties directly related to CBT or security in their countries, and (2) whose post-education duties are expected to relate directly and substantially to CBT or security. This includes, but is not limited to, military officers and senior non-commissioned officers who will serve in a CBT or security-related unit and be assigned operational and executive responsibility over CBT-related functions.
  - In general terms, a security official is a full or part-time government employee (national, regional or local) whose job involves security duties related to CBT. Qualifying positions include but are not limited to: police, border patrol, Coast Guard, Customs, and Ministry of Defense officials. A policymaker may be considered a security official, depending on the responsibilities of the office and the policymaker's individual portfolio.
  - Foreign disaster response/emergency preparedness personnel may be considered "security officials" and, therefore, be eligible for CTFP funding if the following conditions are met:
    - The personnel in question work for or are under the direction of an agency responsible for responding to a mass casualty/mass care incident in the event of a terrorist attack (not just natural disasters).
    - The mission of the agency and its authority for responding to a terrorist incident are clearly defined.
    - CTFP training will substantively enhance the nominated personnel's ability to mitigate the effect of or the possibility of terrorist attacks.

### **3. Mobile Courses**

CTFP may fund courses conducted by Mobile Education Teams (METs) and Mobile Training Teams (MTTs) that are designed to address the specific CBT needs of

an eligible foreign country or region. These courses may be conducted abroad by U.S. military personnel, DoD or other USG civilians, and/or contractors under contract to USG agencies, e.g. DoD, DOS, and the Department of Homeland Security (DHS), including but not limited to FEMA and the Coast Guard.

CTFP mobile course providers include but are not limited to the following institutions:

- Center for Civil-Military Relations (CCMR);
- Defense Institute of International Legal Studies (DIILS);
- Defense Institute for Medical Operations (DIMO);
- National Defense University (NDU);
- Security Assistance Training Management Office (SATMO); and
- U.S. Coast Guard (USCG).

#### **Guidelines for Determining Participant Eligibility for Mobile Courses:**

- CTFP funds may only be used to provide education for qualified CTFP students. To the extent that other students receive education at a CTFP-funded course, any incremental costs associated with the education of those students must be covered by other funding sources.
- Candidates should be mid-level to senior-level foreign military personnel, Ministry of Defense officials, or security officials who (1) currently have positions or duties directly related to CBT or security in their countries, and (2) whose post-education duties are expected to relate directly and substantially to CBT or security. This includes, but is not limited to, military officers and non-commissioned officers who will serve in a CBT or security-related unit and be assigned operational and executive responsibility over CBT-related functions.
- Candidates must receive a human rights verification by a U.S. Government official working in the U.S. Embassy or Consulate in the respective country and by the DOS before attendance may be authorized. The name and title of the U.S. official providing the following verification must appear on a candidate's application. The verification, if favorable, should read as follows: "DOS/Embassy verifies that it possesses no credible information of gross violations of human rights by the individual or unit participating in this training."

#### **Funding Guidelines for Mobile Courses and Related Activities:**

- Where a U.S. military organization receives direct appropriations from Congress to conduct a course or activity (mission-funded course or activity), the CTFP will pay for transportation, travel, and subsistence costs of the foreign attendees, in addition to any incremental costs incurred by

DoD, including costs incurred by the training activity that are associated with the attendance of the foreign attendees. For example, such costs may properly include extra printing and translation costs. In addition, CTFP funds may be used to pay for the attendance of U.S. personnel (military officers and civilian officials) participating primarily for the benefit of the foreign attendees.

- Where a U.S. military organization conducts a MET/MTT (CONUS or OCONUS) that is not mission-funded, CTFP funds may be used to cover all the costs of CTFP-funded attendees in such training, in addition to their transportation, travel, and subsistence costs. Costs that may be charged include any direct associated costs incurred by the training activity in developing and presenting the training course, including, but not limited to the following: the cost of contractor support, civilian instructors, guest speakers, printing, translation and interpretation services, and similar costs that are properly reimbursable under applicable laws and regulations, including the Economy Act. Also, as in the case of mission-funded activities, the costs of attendance of U.S. personnel who are participating primarily for the benefit of the foreign students may also be funded by the CTFP.
- CTFP funds may not be used to fund directly the costs of developing or presenting courses sponsored by non-DoD entities, but may properly pay for tuition-type costs chargeable for students on a per pupil basis or a fair and balanced basis that represents a proportionate share of allowable costs.

#### **Facilities/Lunch/Light Refreshments:**

- CTFP funds may be used to pay for the cost of hotel rooms in the District of Columbia as long as those costs are reimbursed directly to individual participants. Hotels located outside of the District of Columbia may be paid directly by the institution sponsoring the event.
- CTFP funds may be used to fund the costs of facility rentals. They may also be used to fund lunch and light refreshments in accordance with direction and guidance from DSCA, such as in cases where charges for these services are non-severable from the facility rental.
- CTFP funds may not be used for events and entertainment, such as ice breakers, social hours, or receptions in conjunction with METs/MTTs.

#### **Scope of Education and Training:**

- CTFP may fund educational activities, including practical training at the strategic and operational levels that is provided by U.S. military educational institutions, Regional Centers, conferences or seminars, or other

governmental training programs conducted under the CTFP. To the extent that a program requires practical training, CTFP may fund training that (1) directly and substantially relates to the educational focus of the Program; and (2) supports and reinforces the academic training.

- The proposed training must directly and substantially relate to CBT or security. CTFP funds may not be used for any activity whose connection with CBT or security is speculative, including, but not limited to, language courses on behalf of individuals who do not have immediate or pending CT or security-related responsibilities.
- CTFP funds are not available for lethal training, joint combat exercises, or other types of combat training.

**Materials:**

- 10 U.S.C. 2249c (reference (b)) does not provide authority to “equip” foreign governments. Also, it does not allow CTFP funds to be used for construction purposes. Therefore, CTFP funds may not be used to procure equipment associated with the establishment of a language lab, school, or educational institution. CTFP funds may be used to purchase books and training materials to the extent that these materials are required for specific CBT education and training. In the case of language instruction, CTFP funds may be used to fund the attendance of students, and to purchase materials (books, audio tapes, quiz kits, and laboratory activity texts), provided that the materials are being used by students who are scheduled to attend CBT education and training.

**4. Regional Center Programs**

CTFP may fund seminars and courses hosted by the five DoD Regional Centers when such courses are conducted for qualified CTFP students. To the extent that other students receive training at a CTFP-funded course, any incremental costs associated with the training of those students must be covered by other funding sources. The five DoD Regional Centers are:

- Africa Center for Strategic Studies (ACSS);
- Asia-Pacific Center for Strategic Studies (APCSS);
- Center for Hemispheric Defense Studies (CHDS);
- George C. Marshall European Center for Security Studies (Marshall Center); and
- Near East-South Asia Center for Strategic Studies (NESA).

Guidelines for submitting general mobile course proposals also apply to Regional Center proposals.

## **5. Special CT Education and Training**

On a case-by-case basis at a COCOM's request, CTFP funding may be approved for a targeted CBT education or training event. Such education and training are designed to address a country need that is not met through existing training courses, activities and events, MET/MTTs, or Regional Center programs. Examples of such programs might include:

- Targeted briefings for senior foreign government officials who are otherwise eligible under reference (b);
- Programs that bring together security officials from a number of countries to focus on specific issues related to regional and multilateral counterterrorism cooperation; and
- CBT programs provided at approved foreign venues to help them become more independent and capable of providing applicable CBT education and training to countries in the region.

Special CBT education and training programs must be given greater scrutiny than other CTFP programs and thus require additional guidelines:

- A special CBT education or training event must contain a substantive education component. The event may not simply be a "meet and greet" or a Distinguished Visitor Orientation Tour (DVOT).
- Although CTFP funds may be used to fund educational programs at an international regional center, they may not be used to develop curricula at those institutions.

Specific guidance regarding the processes for requesting and receiving CTFP funding approval will follow. This interim guidance will be followed by a DoD Directive and Instructions on the CTF Program. The point of contact for this policy memorandum is Ms. Lisa Moskowitz, Program Director, Counterterrorism Fellowship Program, (703) 696-6410, extension 306.



Thomas W. O'Connell

Attachments:  
As stated

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